

**Crab Orchard Public Library  
Board of Trustees  
January 17, 2023  
Regular Meeting**

**Call to Order:** President Amanda Barker called the Board of Trustees regular meeting to order at 6:02 p.m. Trustees present were Barker, Fran Wachter, Bonnie Kucharski, Maria Brown, Susan Rolf and Anita Biver. Library Director Erin Steinsultz was absent. Jennifer Galloway was present.

**Public Comment:** There was no public comment.

**Disposition of Minutes from the Previous Meeting:** The required training for trustees and staff members will be correctly named as "Sexual Harassment Prevention Training". (New Business g. Other) Rolf made the motion to change. Brown seconded. Motion carried.

**Communications:** A letter from the Williamson County Treasurer stated that the library will be receiving an additional \$148.41 in tax revenue.

**Report of the Director:** See written report. Due to Erin's absence, no additional information was shared.

**Financial Report:** The financial report was reviewed and is ready to submit for audit. An updated format has been designed to clarify budgeted categories, expenditures, and balances.

**Payment of Bills:**

EBSCO Information Services:      \$418.72      Periodical subscriptions.

Kucharski made a motion to approve payment. Brown seconded. Motion carried.

Lazerware:      \$526.04      Computer Lease & Maintenance

Rolf made a motion to approve payment. Biver seconded. Motion carried.

Snider, McCree CPAs LLC:      \$575.00      Accounting fee, Annual Fiscal Report

Rolf made a motion to approve payment. Brown seconded. Motion carried.

Visa Credit Card:      \$823.68      Misc. purchases: Postal, Cricut Wifi

Brown made a motion to approve payment. Rolf seconded. Motion carried.

**Unfinished Business:**

a.) Programming: Upcoming events for 2023 include:

March 2: Read Across America Day Celebration

March 25: TRIVIA @ Pittsburg City Hall 7:00 p.m.

April 27: National Library Week Annual Open House 1:00 - 3:00 p.m.

April 29: Candyland @ Pittsburg City Hall

TBA: 40 Year Birthday of the Crab Orchard Library District

Fun Fact: In 2022, our cardholders saved \$226,918.91 on items for reading, watching, listening, playing, and more.

b.) Library District Demographics and Statistics: Tabled.

c.) Book Mobile Updates: 101 library card applications have been received from Adams School students. Future campus visits with the van are being scheduled.

d.) Policy Manual Revisions: Tabled.

e.) Library bookkeeping/accounting services: The financial report now has an updated format that has been designed to clarify budgeted categories, expenditures, and balances.

f.) Director's Goals/Evaluation

i) Employee Raise: Brown made a motion to approve the Director's raise effective next payroll. Rolf seconded. Motion carried.

ii) Goals : Discussed the need for measurable goals for the director. Also discussed was the possibility of a special meeting to specifically work with the director to design the evaluation instrument.

g.) Per Capita Draft Application: Tabled.

h.) Library Building Repair: Tabled.

**New Business:****a.) Board Member Appointment & Swearing In**

i) Oath of Office: President Barker swore in Jennifer Galloway as a library board trustee.

ii) Documents for Illinois State Library and Williamson County Clerk: Jennifer Galloway completed the required documents.

**b.) Board Officer Elections:**

Amanda Barker resigned her role as Board President. Brown nominated Kucharski as the new board president. Wachter seconded. A roll call vote was taken to approve the nomination with trustees answering aye. The trustees included were Barker, Brown, Biver, Wachter, Rolf, and Galloway. There were no nays. Motion carried.

Anita Biver agreed to continue her role as Vice President.

Susan Rolf nominated Maria Brown for the role of Board Treasurer. Kucharski seconded. A roll call vote was taken to approve the nomination with trustees answering aye. The trustees included were Barker, Biver, Wachter, Rolf, Kucharski, and Galloway. There were no nays. Motion carried.

Anita Biver nominated Fran Wachter for the role of Board Secretary. Kucharski seconded. A roll call vote was taken to approve the nomination with trustees answering aye. The trustees included were Barker, Brown, Biver, Rolf, Kucharski, and Galloway. There were no nays. Motion carried.

**i) Change Bank Account Signers**

Accounts to be included are checking, savings, and safe deposit box.

Approved signers are:

Bonnie Kucharski, President, Crab Orchard Library District Board of Trustees

Maria Brown, Treasurer, Crab Orchard Library District Board of Trustees

Erin Steinsultz, Library Director, Crab Orchard Library District

**ii) Complete Online Banking Documents****iii) Update Library Treasurer Bond (MH Insurance)**

Forms were distributed and will be submitted to the proper facility.

**c.) Other**

A suggestion to revisit our long term goal to build a new library building was introduced by Kucharski.

**Closed Session:**

There was no closed session.

**Adjournment:**

At 7:55 p.m. Rolf made the motion to adjourn. Brown seconded. Motion carried.